

Suspicious Package(s)/Envelope(s) and Airborne Hazards First Responders Guide

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Kansas Emergency Management,
a division of the
Adjutant General's Department**

**With the cooperation and coordinated with:
Division of Environment and Division of Health,
Kansas Department of Health & Environment
Kansas Bureau of Investigation
Kansas State Fire Marshal's Office
Kansas Highway Patrol
Kansas Department of Agriculture
Kansas Department of Human Resources
Kansas National Guard
Kansas Fire Chiefs Association
Kansas Fire Fighters Association
Centers for Disease Control
Federal Bureau of Investigation
Federal Emergency Management Agency
Environmental Protection Agency
United States Postal Service
National Institute for Occupational Safety and Health**

OVERVIEW OF GUIDANCE MANUAL

In response to the outbreak of anthrax-related incidents in the United States following the September 11, 2001 terrorist attacks, Kansas Emergency Management (KEM) a division of the Adjutant General's Department, as well as other local, state and federal agencies received numerous calls from concerned citizens. This guidance manual is a direct result of consolidating multiple agency-specific procedures and checklists to address the questions encountered when handling suspicious packages. Although prompted by the threat of anthrax-tainted letters, the guidance found in this manual can be used for other packages or envelopes that are suspected of carrying other types of airborne hazards. The reader should know that this manual will continue to evolve over time, based on the latest information available.

After investigating several different formats, it was decided that a checklist-style format would provide the user the quickest, most direct access to information in the shortest time. It is suggested that this manual should be read in its entirety before use. Nine different sections provide information for responding to different types of situations, eight of the sections provide guidance information for law enforcement, fire and/or hazardous material response teams, public health and medical care. The 9th section is a contact list. This guidance has specific checklists that can be followed for executing the proper course of action for various levels of response.

Although compiled by KEM, this manual is a result of input from the following: the Kansas Department of Health and Environment, the Kansas Bureau of Investigation, the Kansas State Fire Marshal's Office, the Kansas Highway Patrol, the Kansas Department of Agriculture, the Kansas Department of Human Resources, the Kansas National Guard, Kansas Fire Chiefs Association, Kansas Fire Fighters Association, the Centers for Disease Control, the Federal Bureau of Investigation, the Federal Emergency Management Agency, the Environmental Protection Agency, the United States Postal Service and the National Institute for Occupational Safety and Health.

If you have any questions about this manual, or suggestions on how to improve this manual, please contact Kansas Emergency Management at (785) 274-1409 or email snmurray@agtop.state.ks.us.

USER INSTRUCTIONS

FIRST - LOCATE THE APPROPRIATE SECTION for your purpose.

Section 1 – For *agencies other than law enforcement* who have been notified or are in possession of suspicious package.

Section 2 - For *lead law enforcement agencies* who must respond to a suspicious package that has not been opened.

Section 3 - For *lead law enforcement agencies* who must respond to a suspicious package that is open and/or has a substance inside.

Section 4 - For *lead law enforcement agencies* who must respond to a suspicious package upon which is written “A Biological Agent is in Heating or Air Conditioning System,” or that contains a contraption inside.

Section 5 - For *hazardous materials teams* who must respond to a suspicious package that is open and/or has a substance inside.

Section 6 - For *hazardous materials teams* who must respond to a suspicious package upon which is written “A Biological Agent is in Heating or Air Conditioning System,” or contains a contraption inside or is suspected of being in the ventilation system.

Section 7 - For *local public health agencies* guidance and planning purposes.

Section 8 - For *local medical facilities* who have received a patient suspected of being contaminated.

SECOND Turn to the appropriate section indicated by the item number (turn to the item number that is the same as the section number listed above)

THIRD Carefully execute all the indicated steps in order.

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Integrated Agency Response Checklist
Suspicious Package/Envelope
(November 1, 2001)

If agencies other than law enforcement receive notification of a suspicious package or envelope they should ask the person the following:

- Name: _____
- Address: _____
- Telephone Number: _____
- Location of package or envelope: _____
- Is the package or envelope opened: **YES** **NO**
- ***Immediately refer the caller to call the local Law Enforcement Agency. Once Law Enforcement has been contacted then they will determine to pass it to 911.***
- Hang-up and call local Law Enforcement about the above information.

1	LAW ENFORCEMENT NOTIFICATION ACTIONS			
ITEM	ACTION	Yes	No	N/A
1.1	What is caller's: <ul style="list-style-type: none"> • Name: _____ • Address: _____ • Telephone Number: () _____ 			
1.2	Why do you think this is a suspicious package or envelope? _____			
1.3	Ask the caller to describe the package or envelope to you. Does the package or envelope have: <ul style="list-style-type: none"> • Excess postage • No postage or non-cancelled postage • Unexpected or from someone unfamiliar 			

ITEM	ACTION	Yes	No	N/A
1.3 Cont.	<p>Ask the caller to describe the package or envelope to you. Does the package or envelope have:</p> <ul style="list-style-type: none"> • Mailed from a foreign country • Lopsided or protruding item • Handwritten or poorly typed addresses • Improper or incorrect title, address or spelling of name or addressee • Title, but no name • Misspellings of common words • Oily stains, discolorations or odor • No return address • Excessive weight • Return address and postmark are not from the same area • Special handling instructions on package (e.g. special delivery, open by addressee only) • Lopsided or uneven envelope • Protruding wires or aluminum foil • Have an unusual amount of security material such as masking tape, string, etc. • Visual distractions • Ticking sound • Marked with restrictive endorsements, such as “Personal” or “Confidential” • Have powdery substance on the outside of package/envelope 			
1.4	<p>Where is the package or envelope located?</p> <p>_____</p> <p>_____</p> <p>_____</p>			

ITEM	ACTION	
1.5	<p>If the package or envelope is opened?</p> <ul style="list-style-type: none"> • Use common sense to rule out hoaxes or non-credible threats: As a rule of thumb, if the receiver of the suspicious package or envelope, sealed or open, is not considered to be “credible threat” (i.e., radio, television, government representative, medical professional, etc.) and the package does not meet a majority of the suspicious package criteria (suspicious only to the receiver) and you determine the package or envelope NOT to pose criminal intent or is not a public safety issue return it to the owner. Suggest to the receivers triple bag the envelope or package and dispose of it themselves by throwing it away with the regular household garbage or any other appropriate means. • If the call taker believes Law Enforcement response is warranted/justified then a car will be sent for response. • If the package is unopened go to section 1.6. • If the package is opened and contains a substance go to section 1.7. • If there is concern of Aerosolization (e.g. cloud of dust), small explosion, or letter stating “A Biological Agent is in Heating or Air Conditioning System” go to section 1.8. 	
1.6	<p>If the package is unopened, advise the person to:</p> <ul style="list-style-type: none"> • DO NOT PANIC. • DO NOT open, shake or empty the contents. • Triple bag in clear plastic bags (e.g. zip-lock bags) or place envelope or package in a container (something that can be sealed). • If a container is not available, then put it down immediately and COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and DO NOT REMOVE this cover. • Do not move the package or envelope to another location. • LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (e.g., keep others away). • Prevent reentry. <p>Everyone who came into contact with the envelope/package should be instructed to WASH their hands, face, blow nose and place tissue in a clear plastic bag, then rewash their hands and other exposed skin with SOAP and WATER</p> <ul style="list-style-type: none"> • If at work NOTIFY employer if not already done. • List all people who were in the room or area when the suspicious package or 	

ITEM	ACTION	
1.6 Cont.	<p>envelope was recognized. Give this list to law enforcement officials or responders upon their arrival.</p> <ul style="list-style-type: none"> No medical attention recommended at this time. (This will be determined by the threat assessment.) 	
1.7	<p>If the package is opened and contains a powder substance and powder spills out on the surface, advise the following:</p> <ul style="list-style-type: none"> DO NOT PANIC If someone is holding the package put it down. DO NOT open, shake or empty the contents DO NOT try to CLEAN UP the powder. DO NOT brush off your clothes If fans, for personal use, are located in the area turn them off if possible. LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away). WASH hands, face, blow nose and place tissue in a clear plastic bag, then rewash hands and other exposed skin with soap and water. Prevent reentry If at work NOTIFY employer if not already done If person(s) came in contact with the powder and it is visible on their clothes then instruct them to: <ol style="list-style-type: none"> Remove clothing Place in a plastic bag (e.g. clear plastic bag) and seal it Wash hands, face, blow nose and place tissue in a clear plastic bag, rewash hands and all exposed skin with soap and water Put on fresh clothes Law Enforcement, Fire/HazMat Response Team, local Public Health and local Emergency Management will determine if the powder should be tested: <ul style="list-style-type: none"> If tested the clothing that has been bagged should be kept in a secure location until testing is complete. If tested the clothing that has been bagged should be kept in a secure location until testing is complete. If tested and results are positive: turn in bagged clothing to law enforcement or public health officials per their request. If tested and results are negative: wash clothes as you regularly would. 	

ITEM	ACTION	
1.7 Cont.	<ul style="list-style-type: none"> - If authorities decide not to run tests: <ol style="list-style-type: none"> 1. Clothing can be washed, or 2. Clothing can be left in the bag and discarded in the trash • SHOWER with soap and water as soon as possible at home. <i>DO NOT USE BLEACH OR OTHER DISINFECTANT ON YOUR SKIN.</i> • LIST all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities and law enforcement officials upon their arrival. • No medical attention recommended at this time. (This will be determined by the threat assessment.) 	
1.8	<p>If there is concern of Aerosolization (e.g. cloud of dust), small explosion, or letter stating “A Biological Agent is in Heating or Air Conditioning System” then advise the following:</p> <ul style="list-style-type: none"> • DO NOT PANIC. • Leave the area immediately. • If fans, for personal use, are located in the area turn them off if possible. • Secure the area; prevent reentry. • NOTIFY your supervisor. • Facilitate evacuation of others from the building. Be sure to keep everyone together. • Shut down air handling systems. • Remain on premises until first responders arrive. • If person(s) came in contact with the powder and it is visible on their clothes then instruct them to: <ol style="list-style-type: none"> 1. Remove clothing 2. Place in a plastic bag (e.g. clear plastic bag) and seal it 3. Wash hands, face, blow nose and place tissue in a clear plastic bag, re-wash hands and exposed skin with soap and water • Put on fresh clothes. • Law Enforcement, Fire/HazMat Response Team, local Public Health and local Emergency Management will determine if the substance should be tested, see Section 1.7. • SHOWER with soap and water as soon as possible at home. <i>DO NOT USE BLEACH OR OTHER DISINFECTANT ON YOUR SKIN.</i> 	

ITEM	ACTION	
1.8 Cont.	<ul style="list-style-type: none">• LIST all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities and law enforcement officials upon their arrival.• No medical attention recommended at this time. (This will be determined by the threat assessment.)	

LAW ENFORCEMENT RESPONSE ACTIONS

CAUTION

Use common sense to rule out hoaxes or non-credible threats: As a rule of thumb, if the receiver of the suspicious package or envelope, sealed or open, is not considered to be “credible threat” (i.e., radio, television, government representative, medical professional, etc.) and the package does not meet a majority of the suspicious package criteria (suspicious only to the receiver) and you determine the package or envelope **NOT** to pose criminal intent or is not a public safety issue return it to the owner. Suggest to the receivers triple bag the envelope or package and dispose of it themselves by throwing it away with the regular household garbage or any other appropriate means.

2. Lead Law Enforcement Agency Low Level Response (Unopened Package or Envelope):

If you feel that the package or envelope is of sufficient suspicion and merits a thorough investigation.

ITEM	ACTION	
2.1	Contact the reporting party for information via phone or in person.	
2.2	<p>Conduct a threat assessment initiated on the phone or in person, take into consideration the following and refer to section 1.3:</p> <ul style="list-style-type: none"> • Use appropriate personal protective equipment (PPE) prior to entering and making contact with the suspected item; see section 2.7. • Attempt to contact sender to determine what was in the package/envelope. Reference directory assistance or Internet white pages. • Assess the building including: ventilation systems to rule out forced entry and tampering. <ul style="list-style-type: none"> – If the suspicious letter says biological agent is in the ventilation system attention should be focused on appliances or devices foreign to the surroundings. • Taking control of the building ventilation system may be warranted based upon investigative findings. 	
2.3	<p>Utilize established local threat assessment team that is made up of local Law Enforcement, Public Health Department, Fire/HazMat, Emergency Management and Mental Health Professionals.</p> <ul style="list-style-type: none"> • Utilize this team if a credible threat is identified during the initial Law Enforcement Threat Assessment. 	
2.4	Initiate evacuation of the immediate area; secure area and prevent reentry.	

ITEM	ACTION	
2.5	Initiate on-site decontamination for those who came in contact with or are visibly affected, see 1.7.	
2.6	Instruct others that were in the vicinity of the impacted area about personal decontamination procedures.	
2.7	Don protective equipment (PPE): recommended PPE a triple-layer of latex (non-powdered variety) or non-latex gloves and Tuberculosis mask (N95 hospital mask).	
2.8	Carefully triple-bag the envelope or package in an appropriate sized clear plastic bag (e.g. a zip-lock bag or evidence bag). Ensuring that each bag is sealed. Standard hazardous material practices identify wearing a different pair of gloves for each bag; remove a pair of gloves for each clean bag.	
2.9	<p>Initiate a chain of custody form and proper packaging for transmittal to the lab. Chain of custodies must be filled out according to agency protocols. Proper sampling per established Law Enforcement protocol would be to collect the envelope as evidence is collected unless a substance comes out of the sealed envelope. If the substance comes out of a sealed envelope then testing per the guidelines set forth in section 3.10 should be followed.</p> <p>Place the sample(s) in a biohazards container or other hazardous material over-pack container adequate in size to the sample(s) (a cardboard box or gallon paint can, may be used if that is all that is available).</p>	
2.10	Remove mask and gloves and dispose according to agency protocol.	
2.11	Wash your hands, face, blow nose and place tissue in a clear plastic bag, rewash hands and exposed skin with soap and water.	
2.12	Place the properly sealed package in the trunk of your vehicle or in an appropriate container inside of your vehicle.	
2.13	If a CREDIBLE THREAT is identified coordinate with the local threat assessment team to determine if the contents of the envelope or package should be tested or disposed. At this time the local threat assessment team should consult KDHE Epidemiology Office and Laboratory to determine if the sample should be tested. Contact KDHE Epidemiology Office and Laboratory at (877) 427-7317 (24-hr number) or coordinated through the Kansas Emergency Management (785) 296-3176 (24-hr number).	
2.14	Coordinate with the local KDHE Epidemiology Office the location where the package needs to be transported to for analysis.	

ITEM	ACTION	
2.15	Initiate criminal investigation if warranted by the threat assessment.	
2.16	Collect the list or make a list of persons who came in contact with the substance; provide a copy to local Public Health Department.	
2.17	Report incident to KBI/FBI, if a credible threat was identified. Always notify local and state health officials and emergency management agencies of credible threats.	
2.18	The results of the threat assessment <u>conducted by the local threat assessment team</u> will determine if medical attention is recommended or not.	
2.19	<p>If you or the receiver feel ill or require medical attention:</p> <ul style="list-style-type: none"> • Notify County Department of Health, this directory is available on Kansas Emergency Management's web page: http://www.ink.org/public/kdem/protection and KDHE's web page: http://www.kdhe.state.ks.us • Notify Local Emergency Management • Contact private physician and inform them that you may have been exposed 	

LAW ENFORCEMENT RESPONSE ACTIONS

3. Lead Law Enforcement Agency Mid-Level Response (Opened Package or Envelope With a Substance Inside):

If you respond to an incident in which someone inadvertently opened a suspicious envelope or package containing a substance such as a dust, powder, and cream or liquid, do the following:

ITEM	ACTION	
3.1	Contact the reporting party for information via phone or in person.	
3.2	Conduct a threat assessment; see section 2.2.	
3.3	Establish a local threat assessment team that is made up of local Law Enforcement, Public Health, Fire/HazMat, Emergency Management and Mental Health Professionals. <i>Utilize this team if a credible threat is identified during the initial Law Enforcement Threat Assessment.</i>	
3.4	Initiate evacuation of the area; secure area and prevent reentry	
3.5	Initiate on-site decontamination for those who came in contact with or are visibly affected, see section 1.7.	
3.6	Instruct others that were in the vicinity of the impacted area about personal decontamination procedures.	
3.7	<p>During the initial Law Enforcement Threat assessment, if a substance or device is found DO NOT try to CLEAN UP the powder. COVER the contents immediately with anything (e.g., clothing, paper, trash can, etc.) and DO NOT REMOVE this cover!!!!!!</p> <ul style="list-style-type: none"> • Leave the envelope or package where it is and exit the room. • Close the door to the room; secure the area. • Wash your hands, face, blow your nose and place tissue in a clear plastic bag, rewash hands, and exposed skin with soap and water. • If you get the substance on your clothing, change your clothes and bag the clothing in a plastic bag (e.g. clear plastic bag). • Incorporate the guidance measures and recommendations of the local threat assessment team for response actions. • <u>Initiate the Incident Command System</u> and local standard operating procedures for response actions of all response agencies involved, e.g. Law Enforcement, Fire/Hazardous Material Response Teams, Local Public 	

ITEM	ACTION	
3.7 Cont.	Health, Emergency Management, Emergency Medical Services, etc. Suggested actions follow in sections 3.8-3.12 .	
3.8	Initiate a chain of custody form. Chain of custodies must be filled out according to agency protocols.	
3.9	Don personal protective equipment (PPE): The lowest level of personal protective equipment recommended is a triple-layer of latex (non-powdered variety) or non-latex gloves and Tuberculosis mask (N95 hospital mask). <u>(Fire/Hazardous Material Response Teams will probably collect the necessary samples see section 5.)</u>	
3.10	<p>Initiate the collection and packaging of samples. See following suggested guidance for sampling and packaging protocol. Contact local Public Health Agency for additional guidance and or resources, how to obtain them, e.g. sterile water, swabs, etc.</p> <ul style="list-style-type: none"> The quantity of biological sample(s) that a laboratory requires for analysis is no more then the amount that could be collected on the tip of a synthetic swab to no more then <u>two (2) teaspoons</u>. Local Public Health officials, Fire/Hazardous Material Response Teams and Law Enforcement officials should become aware of the quantities of materials laboratories will accept. Some sampling procedures that could be used include: <ul style="list-style-type: none"> Dampening a sterile synthetic swab with sterile water and dragging it through the substance and triple bagging the cotton swab. Collect a sample of the material using metal chemical spatulas and placing at the most two (2) teaspoons of the substance in a baggy. Triple bag sample(s). Sterile synthetic wipe/sponge. Dampen a sterile synthetic wipe/sponge and drag it through the substance and triple bag the sample. When utilizing this method of sample collection identify the area to be swiped and swipe the entire area, more than one wipe/sponge may be required. <p>Note: Even though two teaspoons is the targeted quantity of suspect material to be collected, it is hard for responders to know when they have collected two teaspoons via the swab and swipe methods. Analytically the lab requires at a minimum 1/5 of a teaspoon of sample and will be capable if the sample was sufficient or not. Therefore it is recommended that responders or sample collectors identify the location of their samples and collect them systematically and thoroughly.</p> <ul style="list-style-type: none"> Samples should always be triple bagged in clear plastic bags (e.g. zip-lock bags). 	

ITEM	ACTION	
3.10 Cont.	<ul style="list-style-type: none"> Place the sample(s) in a biohazards container or other hazardous material over-pack container adequate in size to the sample(s) (a cardboard box or gallon paint can, may be used if that is all that is available). IF local responders (Law and Fire) have the capability to run preliminary field tests to rule out other hazards or the sample is a biological agent; conduct the tests according to established hazardous material testing protocols. Results of all preliminary tests should be provided to the laboratory that receives the sample(s). Preliminary tests may include: Radiological, using a monitoring device; chemical field tests; or other tests responders have as a resource and/or capability to run. Maintain a list of local, state and federal laboratories that agree to perform biological tests. e.g. KDHE's State Epidemiology Office (24-hour number) (877) 427-7317. If samples are collected and sent to a local laboratory, contact KDHE's State Epidemiology Office IMMEDIATELY, (24-hour number) at (877) 427-7317. The State Epidemiology Office will then coordinate further actions, as they deem necessary, e.g. guidance on possible prophylactic (preventive care) treatment. <p>If samples are collected and the KDHE Bureau of Epidemiology and Disease Prevention decides to analyze the samples, this can be coordinated through the 24-hour number (877) 427-7317. The local Law Enforcement and Public Health agencies will coordinate the actions between local response and the State Epidemiologist's office and laboratory.</p> <p><u>Note: KDHE's State Epidemiology Office will deny analyzing samples deemed to be a low level threat, per the criteria established by KDHE.</u></p> <ul style="list-style-type: none"> Transportation of sample(s) to the laboratory will be the responsibility of the local agencies to coordinate. Generally Law Enforcement transports samples to appropriate laboratory. Instruct transporting party of safe handling procedures. Chain of custody should be maintained throughout the sample collection process and completed once the sample is received and analyzed at the lab. Local Law Enforcement Agencies are responsible for maintaining control of evidence that is collected during an investigation, including materials that are potentially contaminated. Laboratories do not have the storage and security to maintain bulk samples, clothing samples, and other evidence and will not sign for or assume custody of the evidence. 	

ITEM	ACTION	
3.11	All questioned items/evidence, in addition to samples of the substance, should be collected and triple-bagged in clear plastic bags (e.g. zip-lock bags); each bag must be closed securely.	
3.13	Initiate criminal investigation if warranted by local, state or federal policy.	
3.14	Collect the list or make a list of persons who came in contact with the substance; provide a copy to Public Health Department.	
3.15	The results of the threat assessment will determine if medical attention is recommended or not. (Coordinated decision by Law Enforcement Officials, Hazardous Materials Response Team, Public Health, Emergency Management.)	
3.16	If you or the receiver feels ill or require medical attention see section 2.16.	

LAW ENFORCEMENT RESPONSE ACTIONS

4. Lead Law Enforcement Agency Upper Level Response: (Suspicious Package or Envelope Stating “A Biological Agent is in Heating or Air Conditioning System”, or With a Contraption Inside)

If you receive and inadvertently open a suspicious envelope or package and find a contraption and/or wires, batteries etc. Do the following:

ITEM	ACTION	
4.1	Contact the reporting party for information.	
4.2	Conduct a threat assessment; see section 2.2.	
4.3	Establish a local threat assessment team that is made up of local Law Enforcement, Public Health, Fire/HazMat, Emergency Management and Mental Health Professionals. <ul style="list-style-type: none"> Utilize this team if a credible threat is identified during the initial Law Enforcement Threat Assessment. 	
4.4	Initiate evacuation of the area; secure area and prevent reentry	
4.5	Initiate on-site decontamination for those who came in contact with or are visibly affected, see sections 1.7 & 1.8.	
4.6	Instruct others that were in the vicinity of the impacted area about personal decontamination procedures.	
4.7	Identify a safe location for evacuees outside of the building and secure that location.	
4.8	Shut down air handling system.	
4.9	Law Enforcement Officials should be outside of the building initiating contact with or coordinating response actions with Fire Department/Hazardous Material Response Team, Emergency Medical Services, Emergency Management and Public Health Officials.	
4.10	Initiate the Incident Command System according to local standard operating procedures and plans.	

ITEM	ACTION	
4.11	Initiate sample collection and packaging per the guidelines identified in section 3.10. <u>(If there are wires, batteries, etc this could be a bomb. Do not collect sample until examined by a bomb tech.)</u>	
4.12	Initiate a chain of custody form. Chain of custodies must be filled out according to agency protocols.	
4.13	Begin criminal investigation. Collect and secure other related evidence. Triple bag other related evidence in clear plastic bags (e.g. zip-lock bags); each bag must be closed securely. Standard hazardous material practices identify wearing a different pair of gloves for each bag; remove a pair of gloves for each clean bag.	
4.14	Coordinate with the local threat assessment team if established or the Local Public Health Department, Hazardous Material Response Team and Emergency Management if the contents of the envelope or package should be tested or disposed.	
4.15	Collect the list or make a list of persons who came in contact with the substance; provide a copy to Public Health Department.	
4.16	The results of the threat assessment will determine if medical attention is recommended or not. (Coordinated decision by Law Enforcement Officials, Hazardous Materials Response Team, Public Health, Emergency Management.)	
4.20	If you or the receiver feels ill see Section 2.16.	

FIRE/HAZARDOUS MATERIALS RESPONSE TEAM ACTIONS

5. Hazardous Materials Response Team Response Agency Mid-Level Response (Opened Package or Envelope With a Substance Inside):

If you respond to an incident in which someone inadvertently opened a suspicious package or envelope containing a substance such as a dust, powder, and cream or liquid, do the following:

ITEM	ACTION	
5.1	Treat as a hazardous materials scene per local protocol.	
5.2	Initiate the Incident Command System, if not already done.	
5.3	Gather information at the scene relative to time, conditions and sequence of the events; reference law enforcements investigative findings if available.	
5.4	<p>Incident Commander will determine personal protective equipment.</p> <ul style="list-style-type: none"> • Current minimum recommendation is to don a triple-layer of latex (non-powdered variety) or non-latex gloves and Tuberculosis mask (N95 hospital mask); be careful not to breathe or touch the substance. • Other types of protective equipment available: HEPA respirators, N-100 or P-100 respirators, SCBA, Level B or C suits, disposable hooded coveralls, gloves, and foot coverings may be worn. • Self-contained breathing apparatus (SCBA) respirators with a full-face piece provides the highest level of protection against airborne hazards when properly fitted to the user's face and properly used. • National Institute for Occupational Safety and Health (NIOSH) respirator policies state that, under those conditions, SCBA reduces the user's exposure to the hazard by a factor of at least 10,000. This is true for airborne particles, chemical vapor or a gas. • Respirators providing lower levels of protection are generally allowed once conditions are understood and exposures are determined to be at lower levels. • NIOSH recommends against wearing standard firefighter turnout gear into potentially contaminated areas when responding to reports involving biological agents. 	
5.5	Initiate on-site decontamination for those who came in contact with or are visibly affected, see sections 1.7 and 1.8.	
5.6	Instruct others that were in the vicinity of the impacted area about personal decontamination procedures.	

ITEM	ACTION	
5.7	Identify what actions Law Enforcement Officials have done if samples were not collected initiate the sampling process. See following steps.	
5.8	Utilize standard operating procedures that are used to collect solid hazardous materials samples, such as powder, crystals, etc.	
5.9	Initiate or carry out the responsibility of sample collection and packaging for laboratory analysis, see 3.10 .	
5.10	Decontamination of protective equipment, clothing and first responders: <ol style="list-style-type: none"> 1. Decontamination sequences currently used for hazardous material emergencies should be used as appropriate for the level of protection employed. 2. Equipment can be decontaminated using soap and water, and 0.5% hypochlorite solution (one part household bleach nine parts water) can be used. 3. Bleach should not be used on turnout gear. Bleach could damage the material. 4. After taking off gear, response workers should shower using copious quantities of soap and water. 5. Properly capture and dispose of any decontamination by-products or chemicals. 	
5.11	Coordinate with the local Public Health Department, law enforcement officials and emergency management if the contents of the envelope or package should be tested or disposed.	
5.12	Following standard operating procedures give the sample to local Law Enforcement officials or Public Health officials to be transported to the lab.	
5.13	Hazardous Material Response Teams may be required to assist the Centers for Disease Control (CDC) if additional environmental sampling is required.	
5.14	Hazardous Material Response Teams may be required to assist in the coordination of the cleanup of the area. This will be determined through the Incident Command System.	
5.15	Maintain a list of contractors that are capable of cleaning up hazardous material spills/releases both biological and chemical.	

FIRE/HAZARDOUS MATERIALS RESPONSE TEAM ACTIONS

6. Hazardous Materials Response Team Upper Level Response: (Suspicious Package or Envelope Stating “A Biological Agent is in Heating or Air Conditioning System,” or With a Contraption Inside or Suspicion of Something in the Ventilation System):

Individual other than responders inadvertently opened a suspicious package or envelope and find a threatening letter or contraption and/or wires, batteries etc. Do the following:

ITEM	ACTION	
6.1	Same protocols in Section 5 should be followed.	
6.2	The Incident Commander will determine if a higher level of protective equipment is needed. e.g. Respirators with N-100 or P-100 HEPA Cartridges, SCBA, Level B or C suits, disposable hooded coveralls, gloves, and foot coverings may be worn, see Section 5.4.	
6.3	<p>The Incident Commander will determine if a higher level of decontamination procedures are needed.</p> <p>e.g. Full decontamination at a scene should only be considered for individual(s) who have been exposed to an alleged aerosolized biological agent, which was disbursed through an air handling system.</p> <ul style="list-style-type: none"> - Set up decontamination in an area such that the decontamination water will flow away from your operation and containerize it if is possible; otherwise, allow water to run off to the sewer drain. - For limited number of patients: use soap and water from small hose line at low pressure (30 psi fog). - For multiple patients: engines parked side-to-side dispersing water at low pressure from discharges or multiple showers may be used. - Decontamination of protective equipment, clothing and first responder see Section 5.10 	

LOCAL PUBLIC HEALTH GUIDANCE

7. Local Public Health Guidance:

ITEM	ACTION	
7.1	Stay up to date with current biological agent updates, including: current and new biological hazards; sampling processes utilized; guidance information for the public and employers; phone numbers and web addresses for State and Federal health agencies, e.g. KDHE and CDC; Kansas Health Network web address. See Contact List section 9.	
7.2	Plays a role in the local threat assessment team and/or as a consultant to responders on biological agent and State processes for the notification of biological hazards.	
7.3	Responsible in coordinating with local Law Enforcement, Hazardous Material Response Teams and Emergency Management the collection and transport of samples.	
7.4	Responsible for informing KDHE Bureau of Epidemiology and Disease Prevention when there is a credible threat identified and coordinating whether or not the State laboratory will be analyzing the samples.	

LOCAL MEDICAL RESPONSE ACTIONS		
8. Local Medical Response:		
ITEM	ACTION	
8.1	Receive patient and initiate proper treatment.	
8.2	Initiate proper treatment, if decontamination of patient has not been done than do so prior to treatment. Follow the protocols established by the medical facility for decontamination.	
8.2	Familiarize staff with relevant lines of communication, and important/emergency numbers (hospital epidemiologist, State Epidemiologist (Kansas Department of Health and Environment (24 hr number) (877) 427-7317), local health departments), and Centers for Disease Control's (CDC's) Emergency Number (770) 488-1700 or CDC's Emergency Chemical and Biological Hotline (770) 424-8802.	
8.3	Monitor disease patterns and patient volumes in clinics and offices. Immediately notify the appropriate authorities if you suspect an unusual event or need medical guidance.	
8.4	Patients can also be referred to the CDC public inquiry phone number, (404) 639-3534 or (800) 311-3435, regarding information about infectious diseases and bioterrorism preparedness response efforts.	
8.5	CDC maintains a National Pharmaceutical Stockpile of large quantities of antibiotics and vaccines that could be distributed in the event of an epidemic brought on by an act of bioterrorism. KDHE is responsible for the activation of this program.	

CONTACT LIST	
9. Contact List:	
<u>Agency</u>	<u>Contact</u>
Kansas Emergency Management (24 hr number) Kansas Emergency Web Address	(785) 296-3176 www.ink.org/public/kdem
Kansas Department of Health and Environment (24 hr number) Kansas Department of Health and Environment Bureau of Epidemiology and Disease Prevention Kansas Department of Health and Environment Web Address Kansas Alert Network Web Address	(877) 427-7317 (785) 296-3683 www.kdhe.state.ks.us/disease www.kdhe.state.ks.us/han/index.html
Kansas Bureau of Investigation: <ul style="list-style-type: none"> • Topeka (24 hr number) • Great Bend • Kansas City • Wichita • Pittsburg 	(785) 296-8200 (316) 792-4354 (913) 671-2040 (316) 337-6100 (620) 230-5826
Federal Bureau of Investigation (Regional 24 hr number)	(816) 512-8200
Centers for Disease Control's (CDC's) Emergency Number CDC's Emergency Chemical and Biological Hotline CDC's Public Inquiry Number	(770) 488-1700 (770) 424-8802 (404) 639-3534 (800) 311-3435
National Emergency Response Center	(800) 424-8802
US Postal Service	www.USPS.com
Local Public Health Department contact numbers are available via the Kansas Emergency Management and Kansas Department of Health and Environments web pages	www.kdhe.state.ks.us/disease
Local Emergency Management contact numbers are available via the Kansas Emergency Management web page	http://www.ink.org/public/kdem/protection